

Notice of Funding Opportunity

**Homeland Security State Local Tribal Territorial (SLTT) Cyber
Response Teams (CRT) Training 2018**

**Applications must be submitted through
Egrants on or before August 30, 2018**



Contact Information for this Notice of Funding Opportunity

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Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-242-3231 or WEMEgrants@egran.us
The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <https://egran.us/emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Requirements for Federally Funded Grants

Data Universal Numbering System (DUNS) Number:

The federal government requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

Unique Entity Identifier and System for Award Management (SAM):

All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant.

WEM's website has a helpful guide for SAM registration.

[https://dma.wi.gov/DMA/divisions/wem/egrants/How to Register in SAM.GOV.pdf](https://dma.wi.gov/DMA/divisions/wem/egrants/How_to_Register_in_SAM.GOV.pdf)

WEM cannot award a grant until the applicant has complied with all applicable DUNS and SAM requirements.

Notice of Funding Opportunity: *Homeland Security State Local Tribal Territorial (SLTT) Cyber Response Teams (CRT) Training 2018*

Description: WEM will provide grant funds for the continued effort in the development of a statewide cyber capability focused on State, Local, Tribal and Territorial (SLTT) Cyber Response Teams.

Increasingly local unit of governments are under attack by external actors and internal pressures to maintain public infrastructure. This demanding need for cyber security demand the continuing effort to build and train the CRT members capabilities on the specific needs of local units of government.

Grant funds will provide training for the three teams consisting of ten members comprised of state and local government staff. These teams will be assigned to the Wisconsin Emergency Management (WEM) regions.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: August 30, 2018

Project Start Date: October 1, 2018

Project End Date: September 30, 2019

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports Frequency must be submitted monthly.

Financial Reports Frequency must be submitted monthly.

Anticipated Funding Amount: As approved by Funding Advisory Working Group, the dollar amount available under this funding opportunity is \$30,000.

Match/Cost Sharing Requirement: None

Eligibility: The only eligible applicant is the Department of Administration (DOA), Division of Enterprise Technology (DET).

Eligible Expenses: Funding may be used for Consultants/Contractual expenses.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

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Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)”

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for training and exercise contractors may not exceed \$50.00/hour. Show the basis of computation for each service requested.

- Consultants/Contractual – these are costs associated with the consultant/contractor rate of pay or flat fee contractual agreement.
- Consultants/Contractual Product/Service – these costs are for items such as, but not limited to; duplicating, videotaping, moulage, and general office supplies the consultant/contractor has purchased.
- Consultants/Contractual Travel – these are costs are associated with mileage, hotel, and meals the consultant/contractor incurred performing contractual work. All expenses will be reimbursed at current state rates.

5. Budget Narrative

Please describe how your budget relates to the overall program.

6. Project Narrative

Provide a detailed description of the State, Local, and Tribal Territorial Cyber Response Team and the required training classes for team members.

7. Core Capabilities

Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

8. Project Development

Please provide a detailed status of each of the following:

- Team composition.
- Location of each team.
- Procedure for team activation.
- Teams responsibility regarding mitigation, response, and recovery activities.
- Have response plans, policies and procedure been created, if so, attached under document attachment. If not, provide a projected timeline when these will be created, and by who.

9. Program Objectives

Describe the broad goals for your project that will be completed by the end of the grant performance period, and long-range goals beyond.

10. Required Attachments

Please attach the following documents to your application in this section:

- Copy of Application for 25% Cost Share Grant for SLTT Cyber Response Teams Form.
- Copy of team policies and procedures.

If the documents are not available at the time of application, you will be required to upload the documents into the Monitoring section of Egrants under the Project Document Attachment section. Submission of documents is required prior to WEM making reimbursement.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. Title: Sustainment Costs
Agencies that accept funding are responsible for all sustainment costs.
2. Title: Funding Acknowledgement Required
Funding for project activities is contingent on receipt of Funding Acknowledgements in the amount of the project cost from local governments that meet the federal requirements for local-pass through. Funding Acknowledgements must be submitted to WEM upon submission of reimbursement requests. Upload the documents into Egrants within the Monitoring Section under Project Document Attachment.
3. Title: Grant modification
Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.
4. Title: Training Records
The grantee is responsible for maintaining all training records consisting of applications requesting raring, training roosters, certification of completion, etc.

5. Title: SAM Requirement

SAM.gov Requirement – Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award.”